

# **AIS CALGARY – NEWSLETTER EDITOR**

**Term: 3 years**

This position requires a person with:

- a) access to a secure computer
- b) access to and proficiency in MS Publisher (or equivalent desktop publishing software) or a willingness to learn
- c) Proficiency with Microsoft Word, Adobe Acrobat, e-mail and the internet
- d) flexibility in dealing with last minute changes

**Duties:**

- Attend 5 AIS meetings per year (September, November, February, April and June)
- Non-voting position unless also representing a specific group
- Create 5 newsletters per year following the AIS Calgary Newsletter Directive detailing deadline schedules and submission criteria
- Publish announcements about local AI-Anon, Alateen and AA events with AI-Anon Participation in Newsletter and additional Event Bulletins between editions
- Publish schedules for telephone Monitoring and District Outreach activities
- Publish AIS Officers and Coordinators names and their contact information
- Publish AIS Financial information (Treasurer's Report)
- Maintain regular contact with the Monitoring, Alateen and Public Outreach coordinators to make sure the most current and accurate information is being reported
- Maintain and monitor the aiscalgarynewsletter@gmail.com account
- Maintain email distribution lists(s) - including adding new requisitions and deleting addresses as necessary, in conjunction with the Website Coordinator
- Provide a final copy to the Website Coordinator for distribution (Once approved by the Chair)
- Prepare and submit an annual budget request to Treasurer for approval at February meeting

Time: 6-10 hours per issue, usually over 3-10 days following the AIS meeting

The time commitment is in addition to attending the 5 AIS meetings

On occasion, all positions may require an additional time commitment for projects on an ad-hoc basis.